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INTELLIGENCE

USEUCOM Intelligence Information Systems
Systems Integration Management Office Charter

1. Purpose. This charter establishes the United States European Command (USEUCOM) Systems Integration Management Office (SIMO), describes the purpose, defines membership, and assigns responsibilities to the SIMO. The appendix outlines procedures for the SIMO. The purpose of the SIMO is to be the theater system integration focal point:

a. Serving as the proponent for USEUCOM Intelligence Information System integration management.

b. Providing guidance, oversight, and direction for Intelligence Information Systems integration management.

c. Providing a forum for managing the resources for planning, designing, developing, integrating, operating, and maintaining Intelligence Information Systems capabilities.

d. Providing a proactive mechanism for identifying solutions to migration and transition problems.

e. Collecting and responding to data calls concerning equipment, applications, and functions, and numbers and locations of systems to include points of contact (POCs), addresses, telephone numbers and E-mail addresses.

f. Acting as Theater POC in interacting with the DoDIIS SIMO.

2. References.

a. DODIIS Documents.

(1) JCS Memorandum, SM 357-74, *Intelligence Data Handling System (IDHS) Responsibilities Plan*, 27 June 1974.

(2) DIA Manual 65-13, *DoD Intelligence Information System (DoDIIS) Management*, 31 December 1985.

(3) DIA Regulation 65-17, *Automated Intelligence Systems (AIS) Management Policy*, 6 November 1989.

(4) *DoDIIS Executive Agent (DExA) Responsibilities (Draft)*.

(5) *DoDIIS System Integration Management Office (SIMO) Handbook (Draft)*, September 1992.

(6) *DoDIIS Management Board, Concept of Operations (DMB ConOps)*, 3 December 1992.

(7) *DoDIIS Configuration Management Plan*, 22 April 1993.

(8) *DoDIIS Site Transition Methodology*, February 1995.

(9) *DoDIIS Reference Model for the 1990s*, December 1992.

b. Command Documents

(1) HQ USEUCOM ED 40-7, *USEUCOM Intelligence Information Systems, Executive Corporate Management Board (ECMB) Charter*.

(2) HQ USEUCOM ED 40-9, *USEUCOM Intelligence Information Systems, Functional Control Board (FCB) Charter & SOP*.

(3) HQ USEUCOM ED 40-3, *USEUCOM Intelligence Information Systems, Theater Configuration Control Board (TCCB) Charter & SOP*.

(4) HQ USEUCOM SM 100-6, *Configuration Management for the HQ USEUCOM Standard Automated Information Systems*.

(5) HQ USEUCOM Intelligence Directorate, SOP Number 17, *Configuration Management for the HQ USEUCOM Intelligence Support System*.

3. Definitions.

a. USEUCOM Configuration Management Office (CMO). The office which will initially receive, review, and log all CRs. The CMO will also track the status of all CRs.

b. USEUCOM Engineering Review Board (ERB). A support function for identifying and evaluating technical alternatives and recommending preferred solutions for integration into the operational environment.

c. USEUCOM Executive Corporate Management Board (ECMB). The senior policy and decision-making authority for Intelligence Information Systems-related matters.

d. USEUCOM Functional Control Board (FCB). A combined management team for identifying, documenting, validating, and advocating user requirements.

e. USEUCOM Intelligence Information System. The amalgamation of computer and communications systems that provide automated intelligence support to USEUCOM.

f. USEUCOM System Integration Management Office (SIMO). A management team for identifying and monitoring new Intelligence Information Systems development, integration, and maintenance activities to ensure that they conform to DoDIIS and Theater architecture and migration plans.

g. USEUCOM Theater Configuration Control Board (TCCB). Decision-making body for changes to all Theater Intelligence Information System applications and system baselines. Responsible for maintaining the Theater's Intelligence Information Systems within DoDIIS and USEUCOM standards and migration plans, managing USEUCOMs CR process, and implementing Theater and Component requirements, to include JTFs and CTFs.

4. Authorities.

a. Promulgating Intelligence Information Systems transition plans.

b. Promulgating the Intelligence Information Systems Objective Architecture.

c. Supporting the Intelligence Information Systems configuration management process.

d. Conducting SIMO functional, management, and technical reviews.

5. Responsibilities.

Consistent with the DIA DoDIIS SIMO Handbook, the USEUCOM SIMO is organizationally responsible for:

a. Establishing and maintaining site baselines for the Command.

b. Scheduling, conducting, and documenting SIMO meetings.

c. Achieving a timely consensus on all issues pertaining to Intelligence Information Systems integration management and ensuring tasked actions are completed in an accurate and timely fashion.

d. Identifying and monitoring of integration issues affecting DoDIIS core products and reporting issues to the appropriate SIMO/DExA.

e. Reviewing the configuration (systems, functions, site drawings and layouts) for the Intelligence Information Systems and submitting required reports to the DoDIIS SIMO.

f. Publishing the USEUCOM Site Configuration Handbook.

g. Support the TCCB as follows:

(1) Assess requirements and perform initial analysis to determine class of proposed change (CR).

(2) Review implementation plans for completeness and feasibility.

(3) Review status of baseline updates.

h. Monitor Command compliance with the DoDIIS Reference Model as follows:

(1) Provide guidance for Intelligence Information Systems integration management-related actions.

(2) Review change requests to identify new user requirements, forward new user requirements to the FCB for validation.

(3) Prepare specifications, Statements of Work (SOW), and task statements for local development and integration efforts.

i. Monitor Command compliance with the DoDIIS Standards and Products as follows:

(1) Ensure Intelligence Information Systems integration management activities are consistent with validated and prioritized user requirements.

(2) Represent system integration management interests in the Intelligence Information Systems development process (e.g., preliminary design reviews, critical design reviews, etc.).

(3) Coordinate with the Component, DoDIIS and site SIMOs, as required.

(4) Ensure compliance testing is performed on new system capabilities prior to operational implementation.

6. Membership. The USEUCOM SIMO shall consist of representation from USEUCOM Intelligence Plans Division, Systems Branch. The JAC and Components will participate in SIMO activities on an as-required basis.

7. Charter Implementation. The Director of Intelligence of USEUCOM is the chartering authority for the USEUCOM SIMO. This Charter shall become effective upon the approval of the USEUCOM Chief of Staff.

8. Review & Termination.

a. Term. The term of this Charter is indefinite.

b. Review & Amendment. This Charter shall be reviewed annually by the ECMB and amendments may be recommended to the DI for approval.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

Appendix:

A - USEUCOM Intelligence Information Systems Functional Control
Board Standard Operating Procedures

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Appendix A

Systems Integration Management Office Standard Operating Procedures

1. Meeting Frequency. The SIMO support staff shall meet with, collect and publish theater site configurations every six months to coincide with April & October. Special SIMO meetings will be convened to resolve time dominant or major resource issues at the request of a member, through the chairman.

2. Operating Procedures.

a. The SIMO chairman will:

(1) approve requests to attend SIMO meetings made by subject matter experts or other support personnel.

(2) conduct monthly meetings in accordance with SIMO authorities and responsibilities.

b. The SIMO Secretary will:

(1) schedule SIMO meetings.

(2) receive and log all CRs.

(3) prepare and forward the SIMO agenda to each member at least ten days prior to the meeting date.

(4) publish SIMO meeting minutes within five days of the meeting date.

c. The SIMO team support will:

(1) forward resource allocation and integration management issues to the ECMB for resolution.

(2) prepare for and present quarterly in-progress reviews to the ECMB.